



<b>Job Title:</b>	Assistant Housekeeper
<b>Line Manager:</b>	Senior Housekeeper
<b>Line Management Responsibilities</b>	None

### **Main purpose of the role:**

Domestic Services (Housekeeping) are responsible for the cleanliness of their designated cleaning areas. This post is for term-time (34 weeks) plus 12 additional days per year.

### **Organisational structure**

The post holder is accountable to the Senior Housekeeper and Housekeeper for their day to day management and control.

### **Responsibilities/ duties:**

1. Carry out cleaning duties in designated areas, to the standard required by the School.
2. Removing waste to designated rubbish collection areas and bins.
3. Assisting the Housekeeper when required with laundry duties.
4. Handing over all found property to the Senior Housekeeper or Housekeeper.
5. Reporting all incidents affecting your daily routine to the Housekeeper/senior Housekeeper.
6. The security of school keys in their possession.
7. The cleanliness of all domestic equipment under their control.
8. The reporting of all faults with domestic equipment as they occur.
9. Ordering all stores as required for your duties from the Housekeeper.
10. Ensuring that you comply with the school's Health and Safety policy and work in a safe manner.
11. Carry out cleaning duties in the Boarding House during holiday periods as required.
12. Working together as a team with the domestic staff for the benefit of Loretto School
13. Additional work as required by the Schools events such as Open Mornings, Loretto day and lettings.

### **Other Duties**

To undertake additional duties as required throughout the School, commensurate with the level of the job.

### **Health and Safety Responsibilities**

All employees will ensure that they:

1. Take care of their own safety and that of others, particular those within the house,
2. Comply with health and safety procedures and instructions,
3. Will not neglect, misuse, damage anything provided in the interest of health and safety,
4. Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken,
5. Undergo any training or instruction to enable them to work competently and safely.

### **Key Working Relationships**

The role focuses on positive face to face interactions with children and young adults as well as the rest of the housekeeping team. However, the post holder would be expected to maintain positive relationships with other staff members (E.g. Teaching, Estates, etc) as well as occasional contact with parents through the House, and external parties, such as external medical staff.

Key working relationship include:

1. Housekeeping team
2. All pupils
3. Other Loretto Staff, including teachers and estates team
4. Occasional interaction with parents

### **Skills, Experience and Qualifications**

#### **Experience:**

Experience in a domestic services environment is desirable.

#### **Skills:**

The post holder will need to be:

1. pupil-centred;
2. willing and able to communicate and relate with boys and girls aged 11-18;
3. able to work well within a team

All boarding house staff with responsibility for pupil care and wellbeing in Scotland are required to have professional registration. The post holder will therefore be required to have or be capable of registration with the Scottish Social Services Council and undertake the necessary training and professional development to maintain their registration. This will include undertaking an SVQ 3 Social Services (Children and Young People) at SCQF level 7 qualification.